

**Minutes of the Planning Commission  
Of the City of Portland**

Held on Wednesday, December 11, 2013 at 7:00 P.M.  
In Council Chambers at City Hall

Portland Planning Commission Members Present: Grapentien, Kmetz, Clement, Gorman, Swaney-Frederick, Hinds, Fitzsimmons

Absent: None

Staff: City Manager Dempsey, City Clerk Miller, Code Officer Gensterblum

Guests: Andrew, Oliver and Sam Alvesteffer from Boy Scout Troop 290; Mike Russman of ADM Alliance Animal Nutrition Inc.

Chair Grapentien called the meeting to order at 7:00 P.M. with the Pledge of Allegiance led by Oliver and Sam Alvesteffer.

Motion by Swaney-Frederick, supported by Gorman, to approve the Agenda as presented.  
All in favor. Approved.

Motion by Swaney-Frederick, supported by Kmetz, to table the approval of the minutes from the November 13, 2013 meeting for a correction of motion for the excusal of absent members.  
All in favor. Approved.

Under New Business, City Manager Dempsey presented the site plan request submitted by ADM Animal Nutrition Inc. to construct a corn bin on the northwest side of the building at 401 E. Grand River Ave. The corn bin on the corner of Grand River Ave. and Divine Hwy. will be removed at some point in the future. City Manager Dempsey recommended a motion for approval of the site plan include a suggested time frame for removal of the corn bin. The timeframe could be extended or discussed if needed, just don't want to let it set indefinitely.

City Manager Dempsey further stated the zoning is appropriate for this site plan, height is not an issue.

Member Clement commented that during the last Master Plan process it was noted by City residents that they did not want anything done by the City that would make the ADM building non-conforming as it is a fixture of the City.

Motion by Clement, supported by Kmetz, to approve the site plan as presented with the condition that the existing structure be removed within three years.  
All in favor. Approved.

There was discussion of possible amendments to the Zoning Ordinance.

City Manager Dempsey stated that in terms of design standards, specifically on facades facing streets, there has been one property owner that has held off on construction because of Section 42.411 (a) (2) that prohibits steel siding. He suggested the consideration of the use of sheet metal as there have been aesthetic advancements in these types of materials and this was the intent of the requirement.

Planning Commission Minutes  
November 13, 2013

City Manager Dempsey also suggested considering a change to Section 42-298 (a) (9) for a concrete floor versus a foundation for accessory structures. The intent was that a larger structure should be on a foundation.

City Manager Dempsey also suggested consideration of temporary buildings and structures under Section 42-310. He pointed out as an example Portland Party Store selling Christmas trees under a canopy in their parking lot throughout the Christmas season. This is not a permitted temporary use and may need some clarification. He suggested considering some allowance for a period of time.

Member Gorman stated his thought that the design standards should be updated to reflect product upgrades. He also stated that in relation to temporary buildings and structures he is fine with the types of temporary uses as noted, similar to Portland Party Store.

Member Clement stated she is in favor of further discussion of all three possible amendments to the Zoning Ordinance.

There was concurrence from other members as well.

There was further discussion of specifically what should be in the amendments.

There was discussion of rescheduling the regular January Planning Commission meeting from January 8, 2014 to January 22, 2014. The developer looking at Old School Manor needs additional time to put the application to MSHDA together. The application is due in February. A site plan approved by the Planning Commission will garner them additional point in scoring of the applications.

Motion by Swaney-Frederick, supported by Fitzsimmons, to reschedule the regular Planning Commission meeting from January 8, 2014 to January 22, 2014.  
All in favor. Approved.

Under Planning Commission Member comments, Member Clement inquired if the RFP for the Master Plan had been sent out.

City Manager Dempsey stated the RFP was sent to 11 firms and the City received four responses. They will be evaluated and presented for recommendation to the City Council. The fees proposed on the responses ranged from \$14,000 to \$30,000.

Member Clement reminded everyone that the Portland Plunge will be held on Saturday, January 18<sup>th</sup>.

Oliver and Sam Alvesteffer introduced themselves and stated they were attending the meeting to earn their Citizenship in Community Badge.

Chair Grapentien welcomed new members Council Member Liaison Fitzsimmons and Joshua Hinds and asked them to introduce themselves.

Motion by Clement, supported by Swaney-Frederick, to adjourn the meeting at 7:47 P.M.  
All in favor. Approved.

Planning Commission Minutes  
November 13, 2013

Respectfully submitted,

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John Kmetz, Secretary